
(School Name)
English Learner Advisory Council (ELAC) BYLAWS

These bylaws are provided by the Office of Student, Family and Community Engagement for use by the ELAC. On behalf of the ELAC, a school principal may request permission to amend the bylaws in writing. The Region Administrative Coordinator of Family and Community Engagement granted permission to do so, who also approves the proposed amendments (see Section IV). A school does not need permission to modify the bylaws by completing the bolded and/or blank areas indicated below. Once the identified blank areas of these bylaws are modified, which do not constitute an “amendment,” a school should keep these final versions on file and review them with representatives. Bylaws may never conflict with District, state, or federal rules and regulations.

The ELAC is an advisory committee, does not have decision-making authority, may not enter into any contract, may not spend public funds, nor represent the LAUSD without proper authority.

ARTICLE I: DUTIES AND FUNCTIONS

Per California Education Code, section 52176(b) and (c) and 64001(a), the **(name of school)** ELAC shall carry out the following duties:

- Provide written advice to the School Site Council (SSC) regarding programs and services for English Learner (EL) students (see Attachment H). Advice should be based on student performance and parent and family engagement data. English Learner data, such as, English Language Proficiency Assessments for California (ELPAC), Dynamic Indicators of Basic Early Literacy Skills (DIBELS), Reading Inventory (RI), reclassification rates, Long Term English Learner (LTEL), program placement, parent surveys, School Experience Survey, and evaluation from parent education classes regarding EL program options, and reclassification.
- Advise the principal in the development of a site plan for ELs and submit the plan to the SSC for inclusion in the School Plan for Student Achievement (SPSA), as required in CDE, Section 64001(a).
- Assist with ways to make parents aware of the importance of regular school attendance and review the school’s student attendance data and the District’s student attendance policy.
- Include information related to the review of the school’s SPSA and the District’s 2018 Master Plan for English Learners and Standard English Learners on the regular meeting agendas.

- Assist in the development of the school-wide needs assessment that will identify and address the linguistic, attendance, and academic needs of EL students.

ARTICLE II: MEMBERSHIP

A. Composition

The ELAC shall be formed as follows:

1. Parents or legal guardians of English Learners shall constitute at least the same percentage of the ELAC membership as their children represent the student body. California Education Code, Sections 35147, 52176(b) and (c), 62002.5, and 64001 (a).
2. The number of non-EL members must not exceed the number of EL parent members.
3. Each school site ELAC must elect and send the EL Delegate to their Region ELAC Delegate Convening in the fall (5CCR Section 11308[b]).
4. Parents/legal guardians of EL students, not employed by the District, shall constitute membership on the ELAC in at least the same percentage as EL students represent of the student body.
5. The parents/legal guardians of EL students must elect all members of the ELAC.
6. Other members may be from any of the following groups:
 - Parents and legal guardians of non-EL students, not employed by the District
 - Parents and legal guardians of Reclassified Fluent English Proficient students, not employed by the District
 - Parents and legal guardians of Standard English Learner students, not employed by the District
 - Certificated and classified staff
 - LAUSD secondary school students
 - Other members of the school community – all community members must be verified by the principal
 - Community-based organizations that support the school
 - PTA/PTSA/PTO/Booster Club members

B. Terms of Membership

ELAC members shall be elected for a 1-year term, with members of the ELAC elected during one school year continuing to serve as members until new members are elected in the fall of the subsequent year.

C. Voting Rights

Each member is entitled to vote on any matter submitted for voting. No absentee ballots, voting by proxy or secret ballots are permitted. Individuals must be physically present in order to vote and participate as candidates for office.

D. Termination of Membership

1. Members/officers may resign their position at any time, but they must do so in writing and submit the signed letter of resignation to the principal or designee.
2. Parent members/officers will be automatically terminated from the ELAC when their children no longer attend the schools at which the parents were elected to represent.
3. Any members/officers may also be terminated from the ELAC by the Region Administrative Coordinator of Family and Community Engagement and/or the Administrator of the Office of Student, Family and Community Engagement when they do not adhere to any one of the following:
 - a. The LAUSD Operating Norms and Code of Conduct for committee members
 - b. District policies regarding the purpose and operation of councils and committees
 - c. Bylaws regarding absences at meetings
 - d. Membership eligibility guidelines and requirements
4. Upon termination for reasons listed under item 3 above, the member is not eligible for re-election to the ELAC for a period of one school year, not including the year in which the membership was terminated.
5. Members/officers will be automatically terminated from the ELAC when they are absent from (three or four) meetings in one school year.
6. The ELAC may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties.

E. Transfer of Membership

ELAC membership may not be assigned or transferred.

F. Vacancy

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the ELAC must conduct an election to fill the vacancy before the next regularly scheduled meeting.

2. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying ELAC members (parents/legal guardians of EL students) are eligible to fill the vacancy for the Chairperson and Vice-Chairperson positions. For a vacancy in the Chairperson position, the Vice-Chairperson (may/may not) automatically assume the seat of Chairperson. When an election will be held, public notice must be provided, and the item listed on the agenda as an action item.

ARTICLE III: OFFICERS AND DUTIES

A. Officers and Terms of Office

1. The ELAC Chairperson and Vice-Chairperson must be parents of EL students, who are not employed by LAUSD. The Secretary and Parliamentarian positions may be filled by any ELAC member. ELAC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the ELAC shall be the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Parliamentarian

B. Officer Duties

1. The Chairperson shall:
 - Preside at all meetings of the ELAC, ensuring all rules and bylaws are followed.
 - Sign all letters, reports, and other communications of the ELAC.
 - Perform all duties relevant to the office of the Chairperson.
 - Participate in the planning of meeting agendas.
 - Have other such duties as prescribed by the ELAC.
2. The Vice-Chairperson shall:
 - Represent the Chairperson in assigned duties.
 - Serve as the Chairperson in his or her absences from a meeting.
 - Participate in the planning of meeting agendas.
3. The Secretary shall:
 - Keep minutes of all meetings of the ELAC.
 - Transmit true and correct copies of the minutes of such meetings to members

- of the ELAC and to the coordinator/designee.
 - Assist in the maintenance of ELAC records.
 - Maintain a current roster of ELAC members.
 - Participate in the planning of the agenda.
 - Perform other such duties as are assigned by the Chairperson of the ELAC.
4. The Parliamentarian shall:
- Assist the Chairperson in ensuring all rules and bylaws are followed.
 - Vote on any matter submitted for a vote.
 - Be knowledgeable about the bylaws of the committee, parliamentary procedure, prescribed by Robert's Rules of Order, and the California Open Meeting Law (Greene Act).
 - Participate in the planning of the agenda.
5. EL Delegate
- Attend the Region ELAC Delegate Convening when scheduled by Region FACE.

ARTICLE IV: COMMITTEES

A. Other Standing and Special Committees

The ELAC may establish and abolish standing or special committees, such as ad hoc committees, to perform duties prescribed by the ELAC. A beginning and end date must be determined by the ELAC through a motion and documented in the meeting minutes. No such committee may exercise the authority of the ELAC.

B. Membership

Unless otherwise determined by the ELAC, the ELAC shall determine the members of the aforementioned committees by vote.

C. Terms of Membership

The ELAC members shall be elected for one (1) year, with members of the ELAC elected during one school year continuing to serve as members until new members are elected in the fall of the subsequent year.

D. Rules

Each committee may adopt rules for its own governance, not inconsistent with these bylaws or rules adopted by the ELAC or policies of the LAUSD Board of Education.

ARTICLE V: MEETING OF THE ELAC

A. Schedule

The ELAC shall meet on the following dates: _____ and times: _____. Multiple meetings must be held each school year at a time that is agreeable to members. These six meetings do not include the mandatory orientation and election. Additional meetings of the ELAC may be called by the principal in consultation with the ELAC officers or by a majority vote of the committee.

B. Quorum

A quorum shall be the majority of the membership total determined when the committee is formed. Any meeting may continue without a quorum for the purposes of presentations or discussions. However, action or voting may not take place without a quorum.

C. Location of Meetings

The ELAC shall hold its regular meetings at (name of school), unless the facility is not accessible to parents or the public, including handicapped persons. Alternative meeting places may be recommended by a majority of the committee but must be approved by the school administrator.

D. Notice of Meetings

Written agendas shall be posted for all meetings at least 72 hours in advance of the meeting. The meeting shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon (California Education Code, Section 35147[c][1][b]). All meetings must be publicized in the following venues: posted outside the school building and at the meeting location. When feasible, it is advised that notice of meetings be posted online on the school's website.

E. Conduct of Meetings

Meetings of the ELAC shall be conducted in accordance with the rules of order established by the California Education Code, Section 35147(c) and with prescribed Robert's Rules of Order or an adaptation thereof approved by the ELAC.

F. Meetings Open to the Public

All meetings of the ELAC shall be open to the public and conducted in accordance with the California Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section D of this article.

ARTICLE VI: BYLAWS

A. Standard Bylaws

These bylaws must be used by the ELAC, except when amended bylaws have been approved by the Region Administrative Coordinator of Family and Community Engagement.

B. Modifying Bylaws

Sections of these bylaws **in the bolded text** indicate where members may modify the item by informing members at least three (3) days prior to the meeting of the intent to modify the item(s).

C. Amending Bylaws

If a school desires to operate under amended bylaws, the principal must inform the Region Administrative Coordinator of Family and Community Engagement. The amended bylaws must be presented to the entire ELAC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed amended bylaws, agenda, minutes, and attendance roster should then be submitted to the Region Administrative Coordinator of Family and Community Engagement for final approval (Section IV). Bylaws may never conflict with federal, state, or District policies, rules, and regulations.

(School Name)
English Learner Advisory Committee (ELAC) Bylaws

☐ We, the members, intend to amend District bylaws pursuant to the procedures outlined herein. Once the amended bylaws are approved by the ELAC and principal, the bylaws will be submitted to the Region Administrative Coordinator for Family and Community Engagement for final approval. In the interim, we will continue to use the District bylaws.

Committee members' signatures indicate an intention to amend the provided bylaws.

_____	_____
_____	_____
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_____	_____
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ELAC Chairperson's Signature	School Principal's Signature	Date
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For use by Region Family and Community Engagement (FACE) Administrative Coordinator

Approved by the FACE Administrative Coordinator	Signature	Date
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A copy of this approval form will be returned to the school principal within two weeks of receipt.